



**Homes and
Community Renewal**

Office of Community Renewal CDBG Program

NYS Community Development Block Grant Program

**Public Infrastructure, Public Facilities, Planning, Economic
Development, Small Business & Microenterprise Assistance**

Wednesday, May 31st, 2023

NYS Community Development Block Grant (CDBG) 2023 Housing Program

NYS Community Development Block Grant Program Housing Activities

Housing Rehabilitation, Residential Sewer/Water Laterals, Manufactured Housing Replacement

- Funding Round materials now available online, [click here](#).
- Deadline 4:00 pm on Monday, August 7, 2023
- CDBG Housing Application Training webinar: *Wednesday, June 7, 2023, 10:30 am – 12:00pm*, [click here to register](#)



NYS CDBG Program



Program Summary

- Overview
- Eligible Activities
- Ineligible Activities
- Funding History

Application Process

- Preparing to Apply
- Consolidated Funding Application(CFA)
- CDBG Scoring Criteria Overview

Application Tips

- Scoring Criteria
- Common Deficiencies
- Additional Program Guidance



This presentation will be provided in three sections.

This includes a Program Summary, the Application Process and finally, Application Tips.

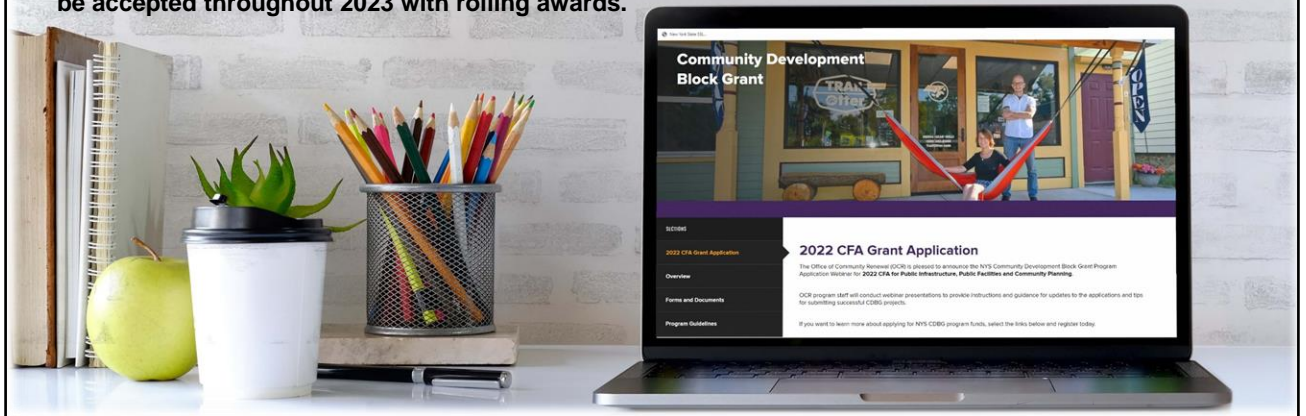
Throughout the webinar, questions can be submitted through the chat box. All questions will be addressed at the end of the presentation.

First word of advice, don't sweat it.

NYS CDBG Program

CDBG Public Facility, Public Infrastructure and Community Planning [Application materials](#) are available now. Applications for **Public Infrastructure, Public Facility and Community Planning projects will be accepted until 4:00 pm on Friday July 28, 2023.**

CDBG Economic Development, Small Business & Microenterprise [Application materials](#) are available now. Applications for **Open Round Economic Development and Microenterprise applications will be accepted throughout 2023 with rolling awards.**



This is a quick link to the two applications that will be discussed today.

Program Summary

Today, we will begin with a look at the Program Summary.

CDBG Program Summary

Overview

Develop viable communities by providing decent housing and a suitable living environment principally for persons of low-and-moderate income.

NYS must ensure that at least 70% of its CDBG grant funds are used for activities that benefit persons of low-and-moderate income (at or below 80% of median) and meet one of the following National Objectives:

- Benefit low-and-moderate income persons or families; or
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community development need



NYS receives CDBG funding with the intent of ensuring that communities throughout the state are viable by providing decent housing and suitable living environments for low- and moderate-income persons, and that at least 70% of NYS CDBG funds are used for activities benefiting low- and moderate-income persons (meaning that they are at or below 80% of the area's median income, as defined by HUD) and meets one of the following national objectives:

Benefits low- and moderate-income persons, aids in the prevention or elimination of slums or blight or meets an urgent community development need.

CDBG Program Summary

Overview

Annual Competitive Applications

- Public Water
- Sewer
- Community Planning

Open Round Application

- Economic Development
- Small Business Assistance
- Microenterprise

- User defined area of need
- Two (2) year contract term, with 12 months for planning
- Eligible Applicants: Units of Local Government with populations of less than 50,000 and counties with populations of less than 200,000
 - Refer to the [list of eligible communities](#) on the website, select Program Guidelines
 - Refer to the [LMI data tool](#) on the website



CDBG funding for infrastructure, facility and planning is provided through a competitive application process.

Funding for Economic Development, Small Business Assistance and beginning with this round, Microenterprise, is provided through an open round application process.

What is the user defined area of need? This is the target area, or benefit area of beneficiaries. For example, a defined area of need for infrastructure would be the residents that will benefit from water system improvements.

For all economic development-based activities, the defined area of need is jobs and who the jobs are made available to and taken by.

All CDBG awards are based on a two-year time frame from award to completion, with a 12-month timeline for community planning.

Eligible Counties, Cities, Towns and Villages may apply for NYS CDBG funding assistance.

- Direct assistance is not provided by the OCR to:
 - Any business
 - Any not-for-profit

- Any individual

CDBG Program Summary

Overview

Public Infrastructure and Public Facilities

- 18% maximum of the CDBG requested funds for Administration, Program Delivery, Engineering and Architecture.
- Of the 18%, no more than 5% can be allocated to Administration.

Microenterprise

- Applicants may request up to 15% of the CDBG award in program delivery, administration, and training combined.
- Of the 15%, administration must not exceed more than 5% of the total project cost.

Economic Development and Small Business Assistance

- Cannot exceed \$16,000 combined for Program Administration and Program Delivery.

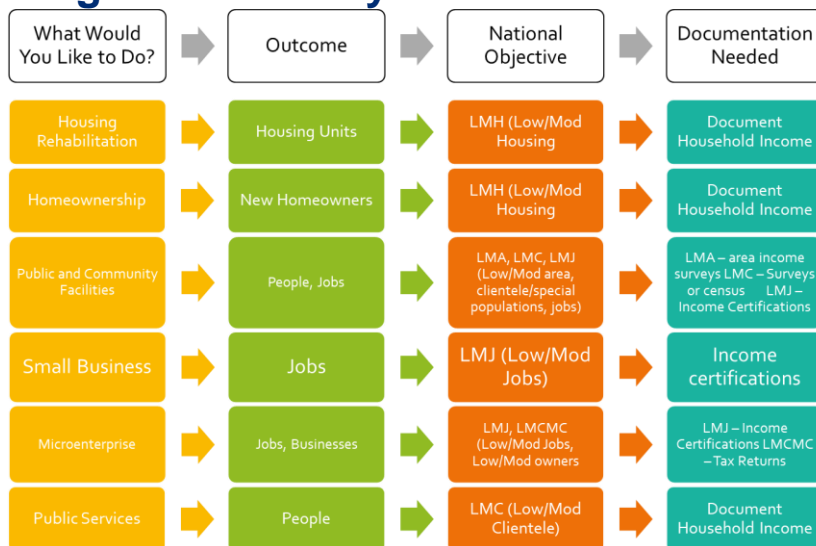
Refer to [Chapter 3](#), Financial Management of the OCR GAM for further guidance



Allowable soft costs will vary based on the activity type.

Please note that there is no separate soft cost allowance for Community Planning activities, the line item in the budget is simply 'planning'.

CDBG Program Summary



CDBG funded projects must demonstrate compliance with one of the National Objectives listed on the slide

LMA -Activities that benefit an entire community are considered to have an area-wide benefit and the service area is the entire community excluding social service residences.

Activities that benefit a smaller or targeted group only benefit a designated area of a community; an income survey may need to be undertaken. Based on this, for area benefit activities, such as public infrastructure projects, income survey data may be used to demonstrate that 51% of the area is LMI and to help demonstrate the need for the proposed activity.

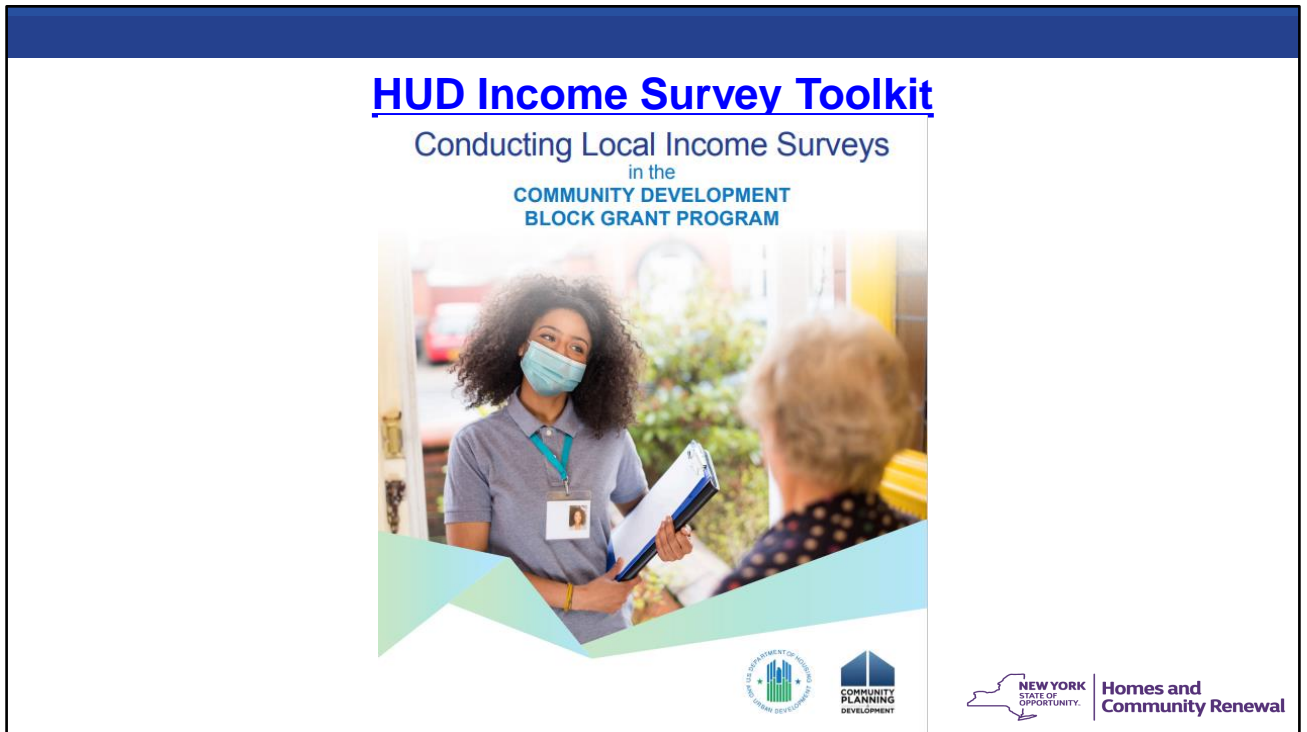
In certain cases, the most recent Census data can be used to determine and provide evidence of compliance with the LMI area Benefit National Objective. If it is believed that the data does not accurately reflect the current economic condition of the area, the applicant may conduct an income survey.

For more information on income surveys, please reference the 2023 CDBG CFA Application Guidance. Additionally, there is a great income survey toolkit available on HUD Exchange.

LMC – Activities in this category provide benefits to a specific group of persons rather than everyone in an area. This often can be used to meet a National Objective for Public Facility projects such as Senior Centers.

LMJ – for Economic Development, Small Business, and Microenterprise activities and is based on full time equivalent jobs created. 51% of all jobs created must benefit LMI persons by being ‘taken by’ or ‘made available to’ or both. Family Income forms are required to document household income based on the current HUD income limits.

LMCMC – for Microenterprise activities; when the business owner is determined to be LMI. Family Income forms and the most recent tax returns are required to document LMI status.

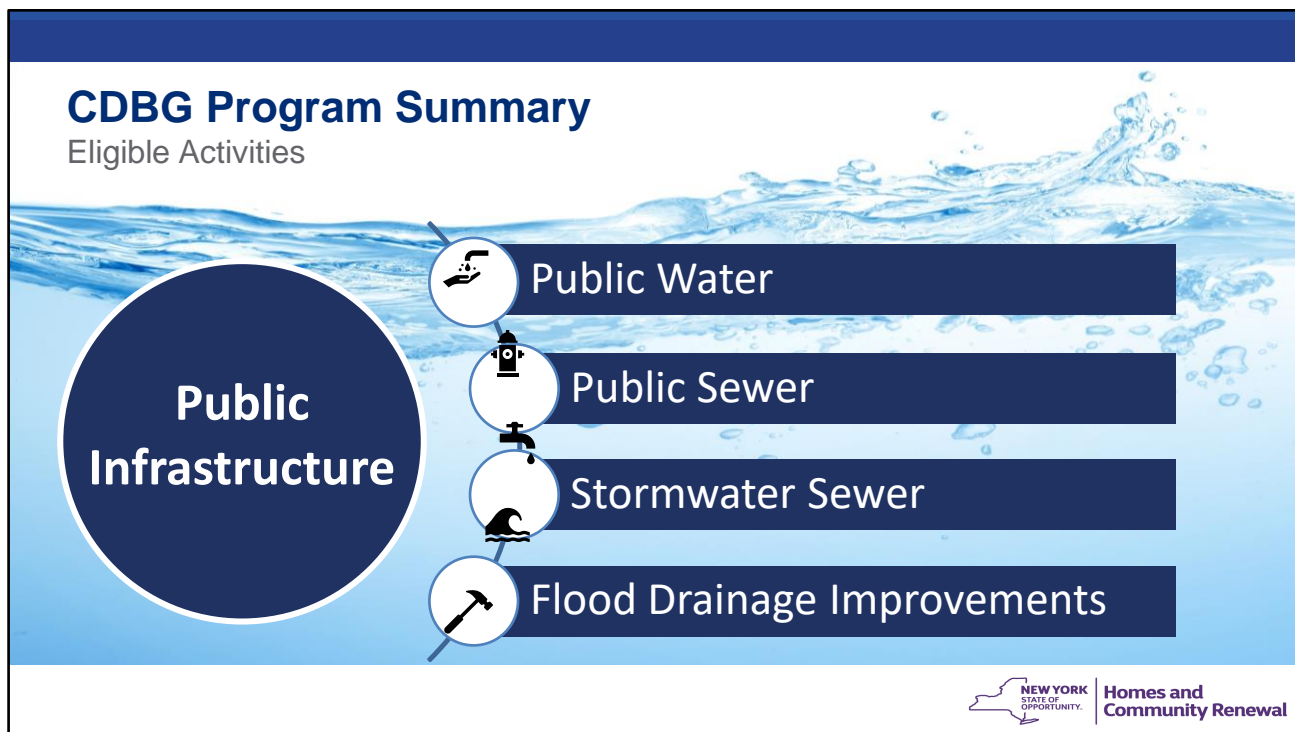


And here is a link to the HUD Income Survey Toolkit referenced in the last slide

Eligible Activities



The following slides represent eligible public infrastructure activities. These include Public water and Public sewer projects, Public facilities activities (which include day care facility projects, community center projects and senior center projects), economic development, small business, and microenterprise activities, and housing and community planning.



Public infrastructure improvements address public water and public sewer improvements. This can include new or improved treatment facilities, installation or replacement of water and sewer lines and construction of new water tanks. Public infrastructure activities that are regular maintenance items (such as dredging or painting of water tanks) are not eligible.

This is not a comprehensive list, please contact OCR for project specific questions.

CDBG Project Spotlight

Village of Franklinville Wastewater System Improvements



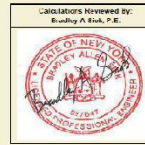
VILLAGE OF FRANKLINVILLE WASTEWATER SYSTEM STUDY PRELIMINARY ENGINEERING REPORT Franklinville, Cattaraugus County, New York

Prepared for:
VILLAGE OF FRANKLINVILLE
10 Pennsylvania Avenue
Franklinville, NY 14737

Prepared by:
LARSON DESIGN GROUP
1 West Market Street
Suite 301
Corning, NY 14830

Project No. 11777-003

July 2019



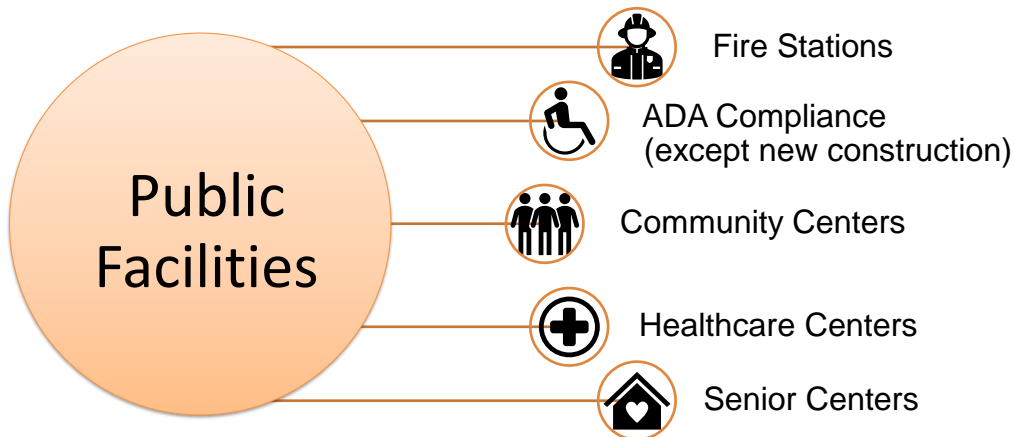
It is a violation of the law to any person, firm or entity under the direction of a Licensed Architect, Engineer or Land Surveyor to alter or fabricate any map, plan, map, specification, drawing, and report not intended to be the final report on the cover sheet accompanied by an original signature to the licensed professional engineering firm from Franklinville, NY 14737, and not be considered an original copy. Copyright Perpetual 2014, Larson Design Group.



The Village of Franklinville in Cattaraugus County applied for and received \$1,250,000 in NYS CDBG funds as part of a \$6.3 million funding package used to make critical improvements to its aging wastewater system infrastructure, including the installation of a new UV disinfectant system and rehabilitation of key system components. The improvements benefitted the 929 residents of the Village, 52% of which are low- and moderate-income, and will bring the Village in line with its permitted discharge limits, improving the water quality of the nearby Ischua Creek.

CDBG Program Summary

Eligible Activities



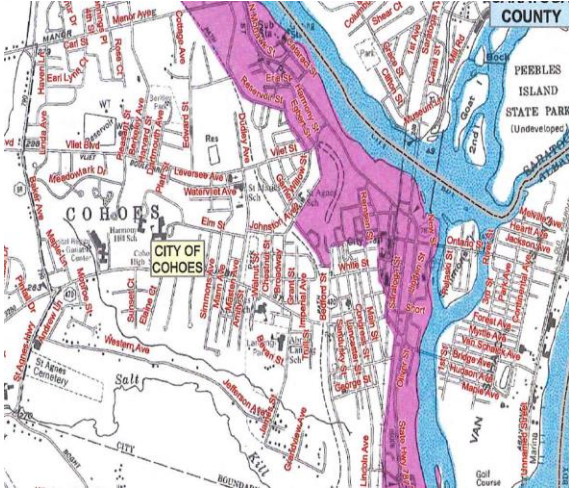
Public facility can address new or improved fire/emergency response centers, community, healthcare or senior centers.

ADA compliance specifically is to address removal of architectural barriers. If the project is new construction, ADA compliance will not be considered an eligible activity.

This is not a comprehensive list. Please contact OCR for project specific questions or to discuss any potential activity.

CDBG Project Spotlight

Village of Cohoes
Remsen Street Sidewalk Improvements



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The City of Cohoes used \$300,000 in NYS CDBG funds, \$100,000 from the National Grid Urban Corridor grant, and \$300,350 in local funding, to construct 600 feet of sidewalk which benefits the City's entire population of 16,655 residents of whom 53.4% are low-to-moderate income persons.

CDBG Program Summary

Eligible Activities, continued

Community Planning

Preliminary Engineering

- Drinking Water
- Sanitary Sewer
- Stormwater

Community Needs Assessment

- Public Facilities
- Economic Development
- SWOT or Strengths, Weaknesses, Opportunities and Threats
- Energy Conservation Plans
- Housing Conditions Survey



Community planning is an eligible activity.

Eligible applicants do not need to be 51% low-and moderate income to be eligible for community planning, however, the resulting plan or report must result in a future application for CDBG assistance that will benefit low-and moderate-income persons.

Unlike in prior years, community planning no longer requires a cash match.

CDBG Program Summary

Eligible Activities, continued

The following are now all available through an Open Round format:

- **Traditional Economic Development**
- **Small Business Assistance
(25 or fewer employees)**
- **Microenterprise Assistance
(5 or fewer employees)**



A Microenterprise business is defined as having 5 or fewer employees, including the owner, at the time of assistance. Microenterprise projects require a 10% cash match and the completion of an entrepreneurial assistance training course. A minimum of 50% of the CDBG award must be awarded to start-up businesses. A start up is defined as a business that has been in operation for fewer than 6 months at the time of the application for assistance.

The Traditional Economic Development and Small Business programs are offered through an open round format within the CFA portal. These activities do not follow the CFA schedule and are available throughout the year. Economic development activities must address job creation that can be made available to and/or taken by low-and moderate-income persons and does not require advanced education or training. 51% of all jobs created must be held by or made available to low-and moderate-income persons.

Eligible activities can include infrastructure improvements to assist in development of or expansion of business, construction of new facilities, purchase of equipment, working capital and inventory.

Applicants are strongly encouraged to contact OCR before proceeding with any proposed economic development activity.

The Microenterprise program is available through the CFA in an open round format, like the Economic Development and Small Business programs.

CDBG Project Spotlight



Lewis County Economic Development Projects



CDBG Program Summary

Ineligible Activities



- Projects that do not meet a National Objective
- Construction of new housing
- Any item that is considered to be maintenance
 - Painting of water tanks
 - Dredging of water reservoirs
 - Activities caused by deferred maintenance
- Buildings for the general conduct of government
- General government expenses
- Political activities
- Projects already in progress at time of application
- Comprehensive plans, strategic plans, master plans

This is a general list of ineligible activities.

Construction of new housing is not eligible, however, activities in support of construction of new housing, such as water, sewer, utility improvements, may be eligible.

Examples of projects that do not meet National Objective would be when the group of proposed beneficiaries are less than 51% low-and moderate-income persons.

When in doubt, do not proceed, reach out to OCR to determine if the project is eligible or not.

Funding Limits



The Office of Community Renewal submits an Annual Action Plan which reveals the activities that the State intends on funding and maximum funding limits.

The next few slides will list the caps by activity.

CDBG Program Summary

Funding Limits

Public Infrastructure Maximum

Counties, Towns, Cities or Villages	\$1,000,000
*With NYS Co-Funding Initiative	\$1,250,000
Joint Applicants	\$1,500,000
*Joint w/Co-Funding Initiative	\$1,750,000
*Consultation with NYS Co-Funding Initiative is strongly encouraged	

Public Facilities

Counties, Towns, Cities or Villages	\$ 1,000,000
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Planning

Counties, Towns, Cities or Villages	\$ 50,000
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Homes and
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These are funding limits for infrastructure and facility projects.

A project that addresses shared municipal infrastructure may be eligible for up to \$1,750,000.

Note that for this funding year, for certain “co-funded” Public Infrastructure projects, applicants may apply for an amount of funding not to exceed \$1,000,000 (\$1,250,000 for shared projects). “Co-funded” projects are those projects that include other State and/or Federal sources including, but not limited to, USDA Rural Development and the NYS Environmental Facilities Corporation (EFC). In order to qualify for this higher funding threshold, the applicant must clearly demonstrate that other co-funded sources are firmly committed and in place at the time of application. Qualifying documentation includes:

For USDA -Letter of Condition (LOC)

For NYS EFC - Project must be listed on the Intended Use Plan (IUP), either the Annual or Multi-Year list, and financing application must have been submitted

Any other Sources – Contact NYS OCR

All qualifying documentation must be submitted as an attachment to the CFA.

OCR will also allow certain eligible pre-development costs for water or sewer/stormwater projects only. These include pre-development costs necessary to complete the environmental review process. This will encourage projects that are more “shovel-ready” upon award. Pre-development costs are limited to:

- Engineering or design work needed to obtain approval from state or federal agencies
- Administrative costs incurred consulting with state and federal agencies
- Permitting activities needed to complete the Environmental Review Record (ERR) and/or Request for Release of Funds (RROF). This includes addressing State Environmental Quality Review Act (SEQRA) process requirements as applicable

Pre-development costs incurred up to 12 months prior to grant award may be eligible for reimbursement. Eligible costs must still meet all CDBG rules and regulations including federal procurement and civil rights requirements. Applicants are strongly urged to contact OCR prior to considering incorporating pre-award costs into the project budget to ensure that those costs are eligible.

CDBG Program Summary

Funding Limits, continued

Economic Development

- Up to \$15,000 per job, maximum CDBG of \$750,000
- Up to 40% of total project cost

Small Business Assistance

- Minimum \$25,000
- Maximum \$100,000
- Up to 40% of total project cost
- 20% owner equity
- 1 FTE for every \$25,000

Microenterprise

- \$5,000 to \$35,000 per business
- \$300,000 total per application

**For
Open Round
Applications**



**Homes and
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For economic development activities, at the time of application, the target per job should be \$15,000 per job.

Small Business is limited to for-profit businesses with 25 or fewer FTEs at the time of application

Program Income

Gross income generated by Recipient or Subrecipient from the use of CDBG funds, such as:

- Sale/lease/disposition of property purchased or improved with CDBG
- Gross income of rental property constructed/improved with CDBG
- Principal and interest payments on CDBG loans
- Interest earned



We should also discuss program income. The CDBG Rule (at 24CFR570.489(e)) defines program income as gross income in an amount equal to or exceeding \$35,000 per year received by a state, unit of general local government (UGLG) or a subrecipient of UGLG that was generated from the use of CDBG funds. This includes all funds received from revolving loan funds, regardless of amount.

Program income can come from such things as:

- Sale, lease or disposition of real property or equipment purchased or improved with CDBG;
- Gross income of rental property constructed or improved with CDBG funds;
- Principal and interest payments on CDBG loans;
- Interest earned on CDCBG accounts

The gross income of activities or properties partially assisted with HOME funds may be prorated to reflect the percentage of CDBG funds used.

For those communities that are finishing projects that were approved to use program income cannot use new CDBG funds to reimburse the PI.

The Office of Community Renewal is responsible for all program income generated after 2000, HUD continues to administer program income for 1999 and earlier.

Program Income (PI) Procedures

- OCR has revised program income policy
- After March 31st, 2019, all program income generated from NYS CDBG must be returned to the OCR

Moving Forward:

All revolving loan revenues generated from NYS CDBG are considered program income

All non-revolving loan revenues generated from NYS CDBG must be held until the end of the State's fiscal year (3/31) – "Treated as PI until it is not"

Recipients will remit PI on monthly (for revolving loans) and annual basis (other PI)

OCR has revised its policy around Program Income.

- After March 31, 2019, all program income that meets the definition on the last slide, and was generated through the NYS CDBG program, will be returned to the OCR
- Starting in 2020, past and present recipients of CDBG funds can expect a program income report sent in early March for an April return.
- This report will ask recipients to report on any program income received during the year and will contain instructions to remit any PI to the OCR
- After March 31st, 2019, any recipients with uncommitted program income may have all other OCR funds suspended until the PI is returned
- **After March 31st, 2019, recipients may not commit PI to additional activities as in the past**

A few helpful tips on program income moving forward (after March 31st, 2019):

- All revolving loan revenues generated from NYS CDBG are considered program income and must be remitted to the OCR on a monthly basis
- All revenue received from CDBG-funded activities (other than revolving loans) must be treated as program income until it is not. After the close of the State's

fiscal year (3/31), the recipient must total all receipts. If the total amount received exceeds \$35,000, the entire amount must be returned. If the total does not exceed \$35,000, the recipient may transfer that amount to their general fund with prior approval from the OCR

Preparing to Apply



Now that the basics of CDBG have been covered, now it's time to decide if you are ready to apply.

CDBG Application Process

Preparing to Apply



This flowchart describes the process that the municipality must consider before preparing to apply to the OCR.

In regard to the public notice and hearing, CDBG requires compliance with the State's Citizen Participation Plan.

Each municipality must hold a public hearing prior to the submission of an application that identifies the program year for which funds are applied for.

For example, the municipality can schedule and hold a public hearing now, that covers all potential CDBG eligible activities for program year 2023.

The CFA Application

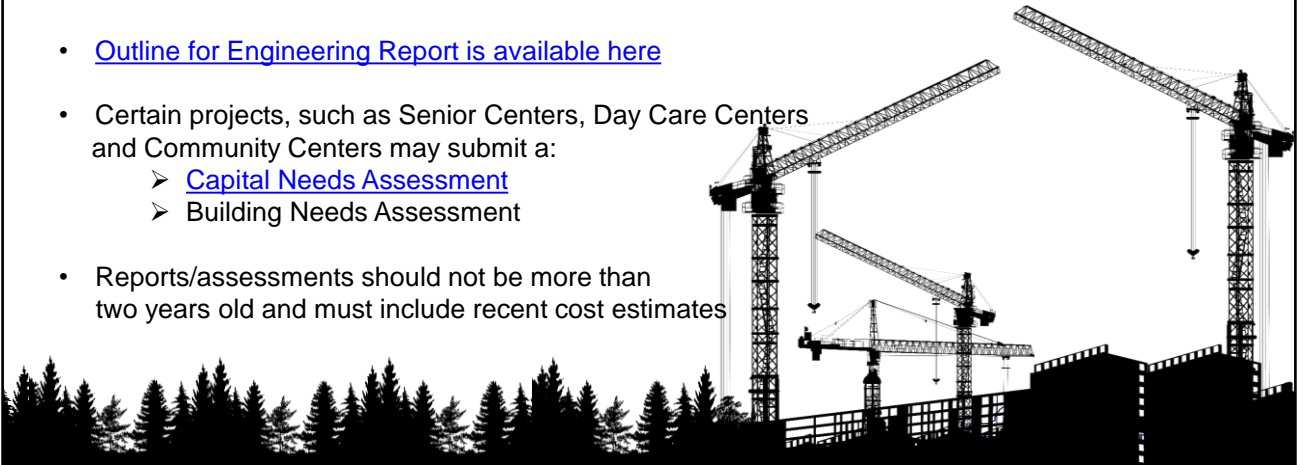
Preparing to apply, next steps



The following slides will provide some basic guidance on the application process.

For public infrastructure and facility projects:

- Final or Preliminary engineering and design must be included the application at the time of submission
- [Outline for Engineering Report is available here](#)
- Certain projects, such as Senior Centers, Day Care Centers and Community Centers may submit a:
 - [Capital Needs Assessment](#)
 - Building Needs Assessment
- Reports/assessments should not be more than two years old and must include recent cost estimates



NYS CDBG has required documents that must be submitted as part of the 2023 application:

- Complete stamped Preliminary or preferably final engineering and design – dated within the last 12 months?

For projects undertaking non-water or sewer projects

- A Capital Needs Assessment (CNA) is a property inspection report that estimates the future costs of property maintenance and repairs. It also determines the useful life of each component of a property and the replacement reserve requirements
- HUD has a Capital Needs Assessment Tool
- The terms Capital Needs Assessment and Building Needs Assessment are essentially the same

Environmental Review Record (ERR)

NEPA and SEQRA must be complete and submitted with the application

This includes ALL consultations

Costs incurred for completing the ERR MAY be eligible for reimbursement, subject to verification of procurement

NYS CDBG has required documents that must be submitted as part of the 2023 application:

- Environmental Review Record
 - Must be consistent with proposed project
 - NEPA completed at the time of application
 - An attestation all consultations are complete
 - SHPO and THPO sign off are essential
 - No impact letters must be received from both
 - If Phase 1A or B is required, must describe in application how this will be completed by award
 - 60 days of award publish the Release of Funds

For Program Year 2023

Build America, Buy America Act (BABA)

The [Build America, Buy America Act](#) (the Act), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022.

The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States.

[Further guidance is available from HUD.](#)



Cost estimates must be stated as in compliance with BABA.

The link will take you to the legislation

All required forms are available on the [Forms and Documents](#) section of the website, scroll down to Application and Schedule A Condition Forms.

- [Public Infrastructure/Public Facilities Activity Detail Form](#)
- [PF-PI-LC Activity Detail Instructions](#)
- [Preliminary Budget Table](#)
- [Preliminary Budget Table Instructions](#)
- [Vendor Responsibility Questionnaire \(VRQ\)](#)



Forms have also been updated for 2023.

Use the most up to date and current versions on the website

There is a different Preliminary Budget Table for economic development project, do not use that for PR/PW/PF/CP projects.

Using the wrong form or outdated forms will result in the loss of points

For all projects that are awarded funding:

- Applications must clearly demonstrate the ability to publish Release of Funds within 60 days of award
- Projects will be required to demonstrate the ability to achieve substantial progress within 6 months from award
 - Grant Agreement in 45 days
 - Release of funds in 60 days
 - First disbursement for construction in 180 days
- This will be a Schedule A Condition for all awardees



NYS CDBG has required documents that must be submitted as part of the 2023 application:

- Complete stamped Preliminary engineering and design – dated within the last 12 months?
- Environmental Review Record
 - NEPA completed at the time of application
 - An attestation all consultations are complete
 - 60 days of award publish the Release of Funds

Projects will be required to meet substantial progress within six (6) months of award. This includes, but is not limited to:

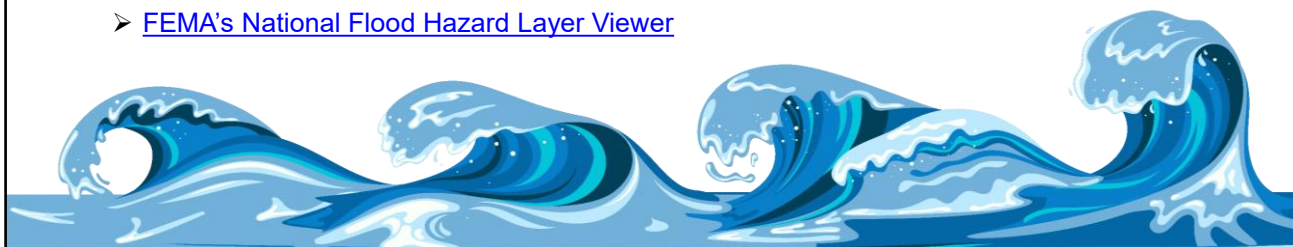
- Release of funds approved within 60 days of award
- Projects are out to bid, and construction contracts signed with 180 days of award

Think 'shovel ready'. If your project cannot be under construction within 180 days of award, please consult with OCR before proceeding.

Floodplains & Flooding Risk Assessment

Requirements for Public Infrastructure and Facility Projects

- [Community Risk and Resiliency Act \(2014\)](#)
 - Consideration of sea-level rise, storm surge, and flooding (coastal and inland) in facility siting, permitting, and funding
- [Smart Growth Form](#) Criterion 11:
 - “To mitigate future physical climate risk due to sea level rise, and/or storm surges and/or flooding, based on available data predicting the likelihood of future extreme weather events, including hazard risk analysis data, if applicable.”
- [FEMA's National Flood Hazard Layer Viewer](#)



New York State enacted the Community Risk and Resiliency Act in 2014. The purpose of the law is to ensure that certain state funding, facility-siting regulations, and permits include consideration of the effects of climate risk and extreme weather events. The DEC released new documents on guidance for floodplain adaption and risk assessment in response to comply with the provision set by the CRRRA. Public infrastructure projects that involve new construction or groundbreaking may be subject to these new regulations. New public infrastructure projects must demonstrate how their project will mitigate or adapt to the flooding risks.

These new guidelines may affect how you answer in the required Smart Growth Form, notably Criterion 11.

If you are planning a project that involves new infrastructure, you must check that it is not in a floodplain area. You can do this by using FEMA's National Flood Hazard Layer Viewer. This is a public tool that can assist with the identification of floodplains. This will be incorporated into some minor revisions in the OCR GAM Chapter 2 ERR. Here is a quick preview of the tool.

Floodplains & Flooding Risk Assessment

Requirements for Public Infrastructure and Facility Projects

Resources:

- [Community Risk and Resiliency Act – Guidance for Consideration of Flood Risk in Smart Growth Public Infrastructure Assessment](#)
- [New York State Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act](#)
- [Using Natural Measures to Reduce the Risk of Flooding and Erosion](#)



Again, I would like to remind you that this a consideration for public infrastructure projects that involve new construction or groundbreaking. For more information, you can access Chapter 2 of the CDBG Application Manual. You can also utilize the resources listed on the slide for additional guidance.

CDBG Application Process

Preparing to Apply

The following application types will be available for CDBG assistance through the Consolidated Funding Application (CFA):

- Public Infrastructure
- Public Facilities
- Community Planning

Reminder, the following application types will be available for CDBG assistance through an Open Round format:

- Microenterprise
- Small Business Assistance
- Economic Development



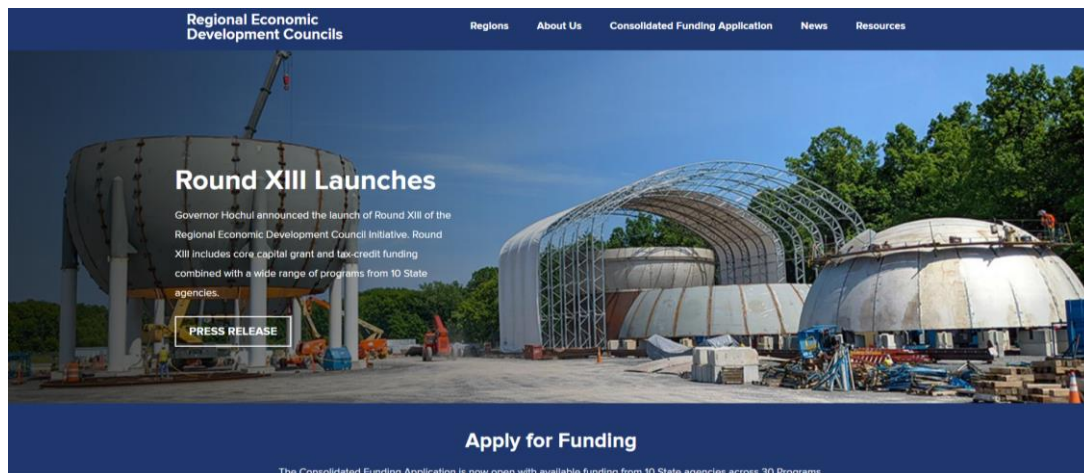
This is the list of CDBG eligible activities that must go through the CFA.

Applications for public infrastructure, public facilities and community planning will be accepted through the CFA portal until 4:00pm, Friday, July 28, 2023.

Applications for Economic Development, Small Business, and microenterprise are not subject to the CFA due date and are in a 2-step open round application process. Applications can be submitted at any time throughout the year through the CFA portal for those activities only.

CDBG Application Process

Preparing to Apply



This screenshot is from the current CFA website, a link to the site is on the next slide.

CDBG Application Process

Preparing to Apply

CONSOLIDATED FUNDING APPLICATION

HELP PRINT PAGE REGIONAL ECONOMIC DEVELOPMENT COUNCILS CFA PROJECT INFO

WELCOME

As part of New York's efforts to improve the business climate and expand economic growth, the NYS Consolidated Funding Application (CFA) was created to support the Regional Economic Development Council (REDC) initiative. The CFA has streamlined and expedited the grant application process marking a fundamental shift in the way state resources are allocated, ensuring less bureaucracy and greater efficiency to fulfill local needs. The CFA allows applicants to access multiple state funding sources through one application, making the process quicker, easier, and more productive.

As statewide programs and local needs have evolved, so has the CFA which is now host to a multitude of programs and initiatives. These programs change throughout the year so be sure to check back periodically to see what programs are available.

Additional information on the Regional Economic Development Council Programs can be found by going to [CFA Available Resources](#) | [Consolidated Funding Application \(ny.gov\)](#) and selecting Regional Economic Development Council Programs.

Additional information on Other New York State programs in the CFA can be found by going to [CFA Available Resources](#) | [Consolidated Funding Application \(ny.gov\)](#) and selecting Other New York State Programs.

To proceed with your CFA, please use the [Log In](#) or [Register](#) buttons.

"New - Cloning an Application"

To save time you can now clone an application from the previous year.
[Click here to learn how.](#)

[Log In](#)

[Register](#)

Links

<p>CFA Available Resources Learn more about current CFA Available Resources include the REDC initiative, Operations Programs, and Other NYS Programs.</p>	<p>CFA Application Manual A step-by-step guide for how to fill out a Consolidated Funding Application (CFA).</p>	<p>Regional Council Guidebook Learn more about the Regional Economic Development Council (REDC) initiative.</p>	<p>Program Recorded Webinars An online recorded webinar applying through the Consolidated Funding Application (CFA).</p>	<p>Program Application Questions A list of questions for the available programs in the Consolidated Funding Application (CFA).</p>
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NEW YORK
STATE OF OPPORTUNITY

Homes and Community Renewal

This screenshot is from the current CFA website, a link to the site is on the next slide.

CDBG Application Process

Resources

- [NYS CDBG Program Guidelines](#)
- [NYS CDBG Economic Development Program Guidelines](#)
- [Regional Economic Development Councils](#)
- [Consolidated Funding Application](#)



Some useful links to help get you started.

Scoring Criteria

The following slide provides a list of scoring criteria for reviewing applications

Scoring Criteria



- REDC may review all applications, but will not score applications
- Projects must score at least 45 points for financial capacity and administrative capacity, and an over all score for all criteria of at least 65 to be considered for funding.

For Public Facilities/Public Infrastructure applications are scored in 4 criteria:

- Need – the application demonstrates the need for the project - 15 points
- Impact – the application demonstrates that the proposed project design address the needs - 15 points
- Financial Capacity – the application provides detailed budget, identifies leveraged funds, activity detail sheet 35 points
- Administrative Capacity – the application demonstrates that they have the capacity to administer the project, that no 35 points

CDBG Application Process

Scoring Criteria



Applications competitively rated and scored on:

- A complete description of project and proposed activity
- Severity of need, and impact on identified need
- Project feasibility, all financing in place
- Ability to implement upon award
- Ability to complete in 24-months, 12-months for planning
- Administrative capacity
- Public benefit and support for the proposed activity
- Reasonableness of project costs, including program delivery & administration
- CDBG and administrative performance history, if any

The OCR uses these criteria when assessing and scoring applications.

Open round scoring is based on several threshold criteria including but not limited to HUD underwriting criteria.

For competitive applications (PR/PW/PF/CP) for this round only, there is no REDC score.

Reference the applicable application checklist for all activities.

Application Tips

The following are tips for making your way through the application process.

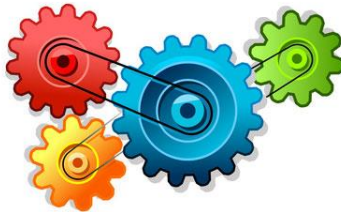
CDBG Application Process

Application Tips

Only eligible units of general local government may apply for CDBG assistance

Tips:

- Use the correct application
- Use the submission checklist to ensure completeness
- Document citizen participation (public hearing)
- Key deficiencies: failing to show administrative capacity, adequate funding, budget inconsistencies, readiness
- Don't take choice limiting actions prior to award and clearance



On the slide are some very helpful application tips.

Remember, the NYS CDBG program can only fund eligible units' general local government (UGLG).

Please pay close attention choice limiting actions. The regulation that governs the environmental review process when developing affordable housing with any kind of federal funds (whether it is CDBG, HOME or other federal sources) is 24 CFR §58.22. The regulation states:

Neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in section 58.1(b) on an activity or project until HUD or the state has approved the recipient's [Request for Release of Funds] and the related [environmental review] certification from the responsible entity. 24 CFR §58.22(a).

What this means is do not start a project or any component of a project until as such time as the awardee has received in writing, from OCR, approval for the release of funds. If a contract for construction is awarded or signed prior to the approval, it implies the local municipalities intention to incur costs and those costs will be deemed ineligible for NYS CDBG funding assistance.

Please contact OCR with any questions prior to submitting the application through the CFA.

Common Deficiencies

This next slide will review common application deficiencies.

CDBG Application Process

Common Deficiencies

- [Public hearing](#) is not held prior to application or was not held by the legislative body.
- For guidance on holding a remote public hearing, contact the [Committee on Open Government](#).
- Activity does not meet a [National Objective](#).
- Applicant is not an [eligible](#) unit of local government.



The single biggest deficiency is that the required public hearing is not held prior to the submission date of the application. This must be a public hearing held by a quorum of the legislative body of the local unit of government and must be held specific to the program year for which the application is being submitted. Public meetings will not be considered. Hearings must be advertised in a newspaper of general circulation at least 7 days before it is held, with the date of publication day zero. The notices must be conspicuously posted at least 72 hours prior to the hearing.

Refer to Chapter 8 of the OCR GAM for further guidance.

Applications that fail to hold the required public hearing, do not meet a National Objective or are submitted by not-for-profits, businesses or individuals are deemed ineligible and will not be reviewed. Click on the link to Guide to National Objectives Compliance for further guidance.

Other common deficiencies are listed here as well.

Applicants are strongly encouraged to contact OCR with any questions prior to the deadline.

CDBG Application Process

Common Deficiencies

- Project need is not demonstrated, include quantifiable terms, facts and figures.
- Need for CDBG assistance is not clearly defined.
- Funding commitments provided are insufficient.
- Evidence of commitment letters for all sources of leveraged funds contributing to the project is not provided or not adequate.
- Budget narratives do not match budget tables, and budget presented is not feasible.
- Program readiness is not evident, including community interest, eligible projects and funding commitments.
- [Administrative capacity](#) is not described, including staff roles and administrative procedures.



These are other common deficiencies are listed here as well.

CDBG funds need to be last in and the application should clearly demonstrate that CDBG funds are necessary to make the project more affordable, are being used to fill a gap in financing or the application is able to demonstrate that other funds are not available

Funding commitments that are insufficient or inadequate may result in the application appearing to have a gap in funding. Stating that funds will be pursued is not the same as demonstrating that other funds have been pursued. For infrastructure, having the project listed on the Annual or Multi-Year Intended Use Plan (IUP) is an example of demonstrating that other funds have been pursued. For economic development projects, commitment letters from third party lenders would constitute evidence of funding. Letters of intent or interest rate quote do not qualify.

To adequately ensure administrative capacity can be demonstrated, refer to Exhibit 1-1 CDBG Local Recipient Administrative Plan

Applicants are strongly encouraged to contact OCR with any questions prior to the submission of the application.

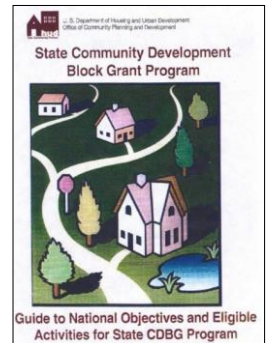
Further Program Guidance

For further program guidance, the following slides will provide useful links and contact information.

CDBG Application Process

Additional Program Guidance

- [NYS CDBG Program](#)
- [NYS CDBG Economic Development Program](#)
- [Guide to National Objectives and Eligible Activities for State CDBG Programs](#)
- [“Basically CDBG” Course Training Manual](#)
- [HUD Income Limits](#)



Please submit questions regarding any of this guidance to
HCR_CFA@hcr.ny.gov

CDBG Application Process

Additional Program Guidance

- Efforts to Affirmatively Further [Fair Housing](#)
- Identify, remediate [environmental](#) hazards (Lead based paint, asbestos, mold)
- Minority and Women-Owned Businesses ([MWBE](#))
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.)
- The Fair Housing Act (42 U.S.C. 3601-3620)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)
- Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101)
- Affirmative Marketing
- Americans With Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, 225)
- [Section 3](#) of the Housing and Urban Development Act of 1968
- [Davis Bacon](#) Related Acts
- [Anti-Job Pirating](#)



This list provides a brief description of other program requirements that may need to be met.

Questions regarding fair housing must be directed to the Fair and Equitable Housing Office (FEHO), the link to the website is provided

For guidance on addressing environmental concerns, refer to Chapter 2 of the OCR GAM. This is not intended to be conclusive guidance, additional state and local environmental review may be required.

M/WBE and Section 3 compliance is handled by FEHO, questions for either should be directed to section3mwbe@hcr.ny.gov.

Please note, all Recipients of CDBG funds are required to address Affirmatively Furthering Fair Housing, this applies to all activity types.

Davis-Bacon is the federal version of prevailing wages and applies to any public works contract in excess of \$2,500.

Questions?

If you have any questions regarding the 2023 CDBG application through the CFA, please contact us at HCR_CFA@hcr.ny.gov

The OCR [Grant Administration Manual](#) is available online

Again, please submit all questions to HCR_CFA@hcr.ny.gov